



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Programme Coordinator (USAID)
Office/Department:	Technical Programme Management Division (TPMD)
Reports To:	Deputy Executive Director
Direct Reports:	N/A
Date:	September 2020

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the Deputy Executive Director (DED) and collaborates with staff of the Technical Programme Management Division (TPMD) and other staff members of the Agency.

2.0 SUMMARY

Under the guidance of the Deputy Executive Director-the incumbent will coordinate, guide and direct all activities of the USAID funded Caribbean Climate Resilience Initiative. The Programme Coordinator will ensure that the project's objectives and results are achieved in a timely fashion and in accordance with the established rules and procedures of the USAID. This includes ensuring that all programme activities mutually support and strengthen each other for delivery of project results, as well as contribute to the Comprehensive Disaster Management Strategy 2014-2024 and the CDEMA Coordinating Unit (CU) Strategic Plan.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Programme Coordinator will:

- 3.1** Coordinate the general execution of the programme's activities in accordance with the stipulations of the agreement between CDEMA and USAID including keeping abreast of updates as new laws and regulations are introduced.
- 3.2** Draft Terms of Reference for performance contracts and collaborate with the Human Resources & Admin Department (HRAD) with respect to the engagement of technical assistance to support programme delivery.
- 3.3** Approve disbursements from the project funds against review of deliverables.

- 3.4 Liaise with key personnel of co-executing national and regional partners to ensure adequate and timely technical inputs to the programme.
- 3.5 Ensure coordination support for the programme and facilitate information sharing.
- 3.6 Coordinate activities amongst programme stakeholders and within the CU.
- 3.7 Ensure that the administrative and technical processes are carried out in conformity with the agreed standards and policies.
- 3.8 Manage the orderly operation of the programme in line with established procedures and within established budgets. This includes *inter alia*, monitoring of expenditures, ensuring that inputs are properly accounted for and arrangements for payment of recurrent and other expenditures are timely.
- 3.9 Support the governance arrangements for the initiative as Secretary of the Project Technical Steering Committee (PTSC) and support structures identified to facilitate project coordination.
- 3.10 Update where necessary key project initiation and project planning information including the Implementation Plan and associated documents, the annual work plan and obtain the endorsement of the DED before submitting this documentation to the governance meetings or donors for approval.
- 3.11 Undertake actions necessary for the timely execution of the contractual conditions set out in the agreement between CDEMA and the USAID particularly actions relating to the financing of the programme.
- 3.12 Coordinate and/or prepare the agreed programme reports, including the quarterly, narrative and financial reports, and one success story (Telling Our Story) of no more than one page and any other visibility products. Obtain the endorsement of the DED and CDEMA Executive Director before submitting this documentation to the project sponsor for approval.
- 3.13 Prepare the Final Program Report and the Project Close Out Plan.
- 3.14 Supervise technical assistant consultants assigned.
- 3.15 Provide monthly internal updates to the DED on the status of assigned, delegated and designated duties.
- 3.16 Prepare quarterly internal progress reports and contribute to the Agency's quarterly reports.
- 3.17 Meet monthly and liaise with the assigned CDEMA Coordinating Unit Staff to ensure that accounting information of the project is processed in accordance with agreed standards.
- 3.18 Consult with the Project's Accounting Personnel to ensure that financial resources are used according to the established accounting and financial standards and procedures of CDEMA and the USAID and on the preparation of vouchers for approval and payment of programme expenditure and maintenance of updated accounts.
- 3.19 Plan, coordinate and/or carry out the follow-up, control and monitor aspects of the programme with the objective of achieving the expected results and quality.

- 3.20 Oversee in collaboration with the CDEMA CU Programme Area leads for Strategic Planning, Preparedness and Response, Integrated Risk Management and Information and Communications Technology the following:
- 3.20.1 Strategic Planning
- (i) Elaboration of the Caribbean Resilience Building Framework and Plan of Action
- 3.20.2 Preparedness and Response
- (i) Resilient EOC capacity building at the national and regional level
- 3.20.3 Integrated Risk Management
- (i) Advancement of the Recovery Facility
 - (ii) Enhancement of community resilience mechanisms and programming
 - (iii) Advancement of the safer building programme
 - (iv) Advancement of responsive social protection programmes
- 3.20.4 Information and Communications Technology
- (i) Improvements in the ICT Infrastructure for resilience programming
- 3.21 Facilitate coordination with other projects with similar initiatives to ensure complementarities and reduce duplication.
- 3.22 Undertake such travel as may be required from time to time in connection with programme execution.
- 3.23 Undertake any other activities required for the fulfillment of the mandate of the post.
- 3.24 Prepare and submit monthly reports to the DED in keeping with a predefined work plan.
- 3.25 Participate in the disaster response activities of the Agency, as may be required.
- 3.26 Perform such other job-related duties as may be assigned from time to time by the DED or other duly authorized staff member in her absence.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided.
- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.
- 4.3 Position requires periods of travel to CDEMA member states as well as other destinations.
- 4.4 Subject to general service conditions applicable to established members of staff

- 4.5 Required to observe the Agency's Staff Rules & Regulations.
- 4.6 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies.

5.0 EVALUATION CRITERIA

The performance plan will include performance objectives and job standards including:

- 5.1 Demonstrated project, administrative and human management skills
- 5.2 Achievement of project objectives within the time and financial allocations
- 5.3 Timely completion of assignments and reports and ability to meet established deadlines
- 5.4 Fostering of teamwork within the project team
- 5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.6 Effectiveness of communication
- 5.7 Technical accuracy and general quality of assignments undertaken
- 5.8 Demonstrated reliability and initiative

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Master's Degree in project management, business administration, or related discipline.
- 6.2 At least five (5) years' experience in project execution and administration, preferably at the management level. Three (3) of these years must have been spent working in result-based planning, monitoring and evaluation.
- 6.3 Demonstrated experience working in disaster risk management or development related projects in a programmatic environment or across multiple teams.

7.0 SKILLS, KNOWLEDGE AND ABILITIES

- 7.1 Knowledge of procurement and financial procedures of bilateral or multilateral agencies would be an asset.
- 7.2 Ability to plan and implement training workshops;
- 7.3 A good working knowledge of disaster and project management issues
- 7.4 Proposal writing, report writing, data acquisition and analysis skills;
- 7.5 Ability to communicate and relate effectively with persons at all levels
- 7.6 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
- 7.7 Excellent interpersonal and communications skills
- 7.8 Excellent negotiation, diplomacy and advocacy skills

- 7.9 Excellent communication (verbal and written) skills in English;
- 7.10 Proficiency in relevant computer applications (including word processing, database management & spreadsheet software)
- 7.11 Flexibility and adaptability
- 7.12 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset
- 7.13 Demonstrated Team Leadership
- 7.14 Appreciation of Workplace diversity